



# NSLP SEAMLESS SUMMER OPTION PROGRAM REQUIREMENTS

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South Dakota Department of Education  
Child and Adult Nutrition Services  
March, 2017

This institution is an equal opportunity provider.

# SSO Overview

- SSO Provides meals during summer months
- Combines features of National School Lunch Program (NSLP)/School Breakfast Program (SBP)
- NSLP/SBP rules apply
- USDA Policy Memo SP 09-2017

# Why Use SSO?

- Personnel are familiar with NSLP/SBP
  - Meal Pattern
  - Meal Service
  - Claim Forms
  - USDA Foods



# Why Use SSO? cont.

- ⦿ Generally claim all children free
- ⦿ Shorter application
  - Must be approved before operation can be reimbursed
- ⦿ One monitoring visit per site during the summer



# Eligible Schools/Agencies

- School or Agency must already participate in NSLP or SBP
  - A site may be a non-school site
- Meals must be open and available to children from the community
  - Sites that only serve summer school should use NSLP/SBP Extension

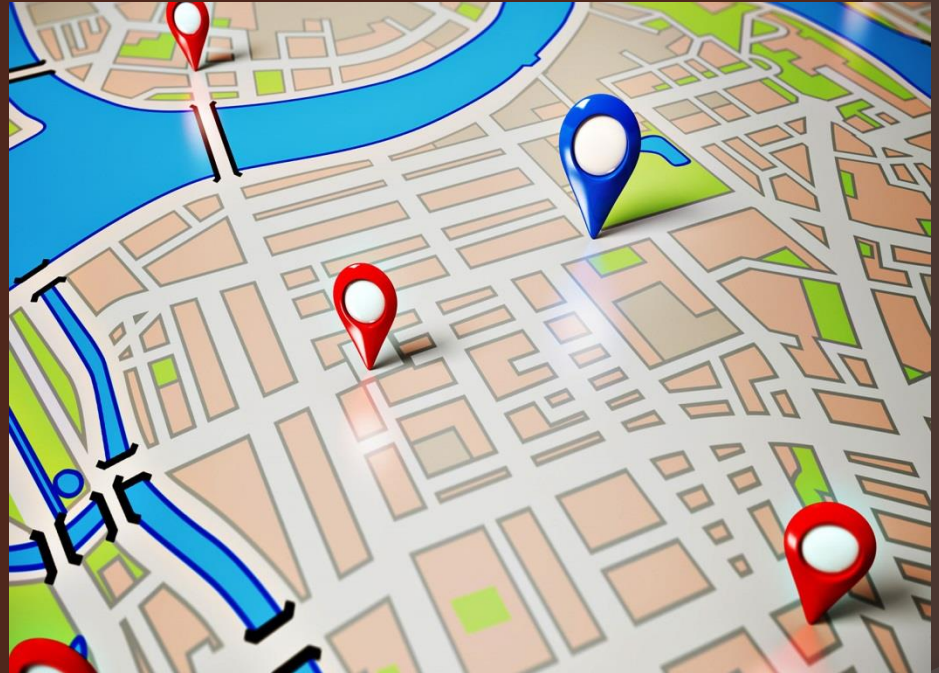


# Eligible Participants

- Children in low-income areas 18 years or younger
- A person 19 years or older that meets the state definition of having a physical or mental disability
- Any child may eat at open sites
  - From the community, surrounding area, visiting the community
  - Children from day care centers may eat but the center cannot also claim reimbursement for the meals

# Site Types

- ⦿ Area Eligible
  - Open
  - Restricted Open
- ⦿ Enrolled
  - Closed Enrolled
  - Camps
  - Migrant



# Site Eligibility – Area Eligible

- Must prove eligibility by:

Area Eligible OR	Census Data
At least 50% of children enrolled at the site are approved for free/reduced price school meals.	Must use the most recent data available.
Site is located within the geographical boundaries of a school where at least 50% of children are approved for free/reduced price school meals.	50% or more of children in a Census Block Group (CBG) or Census Tract must be eligible for free/reduced price school meals.
Eligibility is current for 5 years.	Eligibility is current for 5 years.



# Area Eligible – Open



- Serves all children through age 18 at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

# Area Eligible – Restricted Open

- Serves children through age 18 on a first-come, first-serve at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Attendance is limited for reasons of security, safety, or control
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

# Enrolled – Closed Enrolled

- Serves only an identified group of children through age 18 participating in a specific program or activity
- Meals are reimbursed for all children in attendance at the NSLP/SBP rates when:
  - At least 50% of the children enrolled are approved for free or reduced priced meals
  - Site is located within the geographical boundaries of a school attendance area with at least 50% of its children approved for free or reduced price meals

# Enrolled – Camp

- Residential or non-residential (day camp)
- Offer regularly scheduled food service
- Eligibility established for each enrolled child



# Enrolled – Migrant

- ⦿ Primarily serves children of migrant families through age 18
  - Certified by a migrant coordinator
- ⦿ Meals are reimbursed at the NSLP/SBP free rates
- ⦿ Site eligibility based on information from migrant organizations and subject to annual redetermination

# Mobile Feeding Sites

- USDA Policy Memo SP 02-2014: Mobile Feeding Options in Summer Feeding Programs
  - Outlines School/Agency and Site requirements
  - Outlines use of program funds
  - Inclement weather plan



# Excessive Heat Demo

- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat
- Applies to outdoor sites
- Prior approval required
- USDA Memo SP 14-2015



# Meal Types



- ⦿ Breakfast
  - Must be served in the morning hours
- ⦿ Lunch
  - Must be offered between 10am and 2pm
- ⦿ Snack
  - Must be evenly spaced between other meals
- ⦿ Supper
  - Must start before 7pm and end by 8pm
- ⦿ All meals must be eaten on-site



# Meal Options – Open or Closed Enrolled

- Serve one meal or any combination of two meals per day except lunch and supper
- Use the NSLP/SBP meal pattern guidelines and rules
- Second meals are not reimbursable



# Meal Options – Camp or Migrant

- Serve one, two or any combination of three meals per day
- Use the NSLP/SBP meal patterns
- Follow the NSLP/SBP rules



# **DAILY MEAL COUNT FORM**

Site Name: \_\_\_\_\_ Meal Type (circle) :    B    L    SN    SU

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Date: \_\_\_\_\_

Meals received/prepared \_\_\_\_\_ + Meals available from previous day \_\_\_\_\_ = \_\_\_\_\_ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60		
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120		
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140		
141	142	143	144	145	146	147	148	149	150											<b>Total First Meals +</b>	[2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10											<b>Total Second Meals +</b>	[3]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	-----------------------------	-----

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10											<b>Total Program Adult Meals +</b>	[4]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	------------------------------------	-----

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10											<b>Total non-Program Adult Meals +</b>	[5]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	--	-----

																				<b>TOTAL MEALS SERVED =</b>	[6]
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------------------------	-----

																				<b>Total damaged/incomplete/other non-reimbursable meals +</b>	[7]
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

# Meal Pattern Guidance

- Must follow meal pattern guidance for NSLP/SBP/AS just like during the school year
- Reference CANS NSLP website:  
<http://doe.sd.gov/cans/nslp.aspx>



# DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR \_\_\_\_\_

DATE: \_\_\_\_\_

School Dist: \_\_\_\_\_

Site Name: \_\_\_\_\_

Offer Versus Serve: Yes: \_\_\_\_\_ No: \_\_\_\_\_

OVS Grades: \_\_\_\_\_

Purchased A la Carte? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Free Seconds? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## Meal Counts

	Planned	Actual
K-8:		
9-12:		
Adults:		
Total:		

## Serving Size

K-8 9-12

## Lunch Menu

A	B	C	D	E	F	G	H	I	J			
Menu Item (ground beef, canned corn) Recipe Name & # Spaghetti (DSS) Product Name & Code# (Brand Name 1234)	Food Temperature	Grades: K-8		Grades: 9-12		Planned Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings (slices, cups, etc.)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
<b>Meat/Meat Alternate</b>												
<b>Grains/Bread</b>												
<b>Fruits</b>												
<input type="checkbox"/> See Food Bar Form												
<b>Vegetables</b>												
<input type="checkbox"/> See Food Bar Form												
<b>2 Milk Choices: 1% unflavored, skim flavored, skim unflavored</b>												
<b>Other Foods (Condiments, etc.)</b>												
<input type="checkbox"/> See Food Bar Form												

# Menu Planning – Breakfast

- Same meal pattern as SBP during the school year
- Should follow age/grade group requirements
- Can use single (K-12) age/grade group menu
- USDA Memo SP 10-2012



# Menu Planning – Lunch

- Same meal pattern as NSLP during the school year
- Should follow age/grade group requirements
- Open and Open Restricted sites can use single (K-8 or 9-12) age/grade group menu
- Addendum must be completed to use single age/grade group menu
- USDA Memo SP 10-2012



# Menu Planning – Snack

- ⦿ Serve 2 food items from any of 5 components
  - Meat/meat alternate
  - Bread/grain
  - Fruit
  - Vegetable
  - Milk
- ⦿ Use the same production record as Breakfast/After School Snack





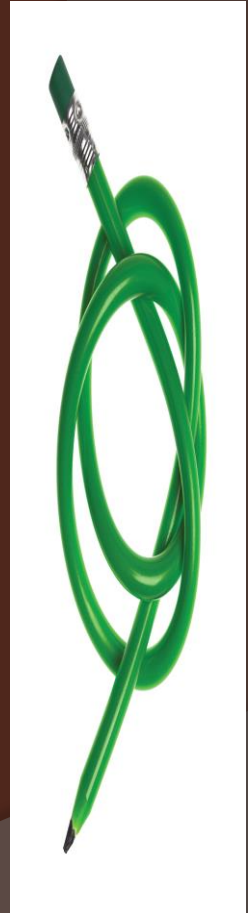
# Milk

- ⦿ Allowable pasteurized, fluid milk options:
  - Fat-free (unflavored or flavored)
  - Low-fat (unflavored only)
  - Lactose-reduced or lactose-free (fat-free or low-fat)
- ⦿ Must offer at least **two** choices



# Production Records - Flexibility

- For Open or Open Restricted sites:
  - Breakfast – may use K-12
  - Lunch – may use K-8 only or 9-12 only, depending on population attending
    - Must complete an addendum with justification
    - Addendum found in iCAN/Download Forms/SSO
- Closed Enrolled or Camps must use age/grade groups applicable



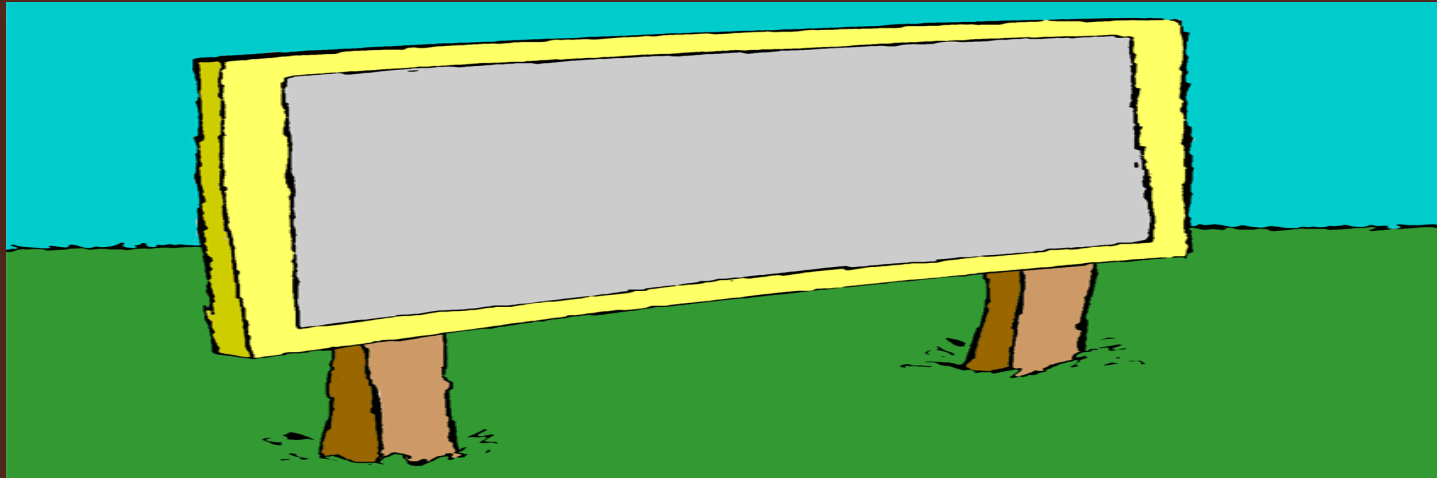
# Offer vs. Serve

- Allowed, but not required
- Must ensure that site staff are trained on OVS to ensure reimbursable meals
- Full meal must be offered to every child
- Children must take at least 3 components
  - One must be at least ½ cup fruit or vegetable
  - Two must be full serving size
- USDA Memo SP 57-2014



# Signs for Age/Grade Groups

- Instructions for students in specific age/grade groups indicating which meals and/or components to select
- Especially if Offer vs. Serve



# Adult Meal Guidance

- All children must be fed first
- Income from the sale of adult meals or nonprogram funds used to pay for adult meals must be documented as income to the program to offset documented costs
- Meals served to children, program adults, nonprogram adults must be counted and recorded separately on the daily meal count form
- USDA Policy Memo SP 13-2015 and CANS Memo #56

# Off-Site Meals (Field Trips)

- Field trip meals do not need to be preapproved by CANS
- Production Records must be completed if claiming meals for reimbursement
- Same as NSLP/SBP rules
- Must keep original site open



# Onsite Monitoring

- At least once during program operation
- Recommended during first three weeks
- Planned date submitted with application
- Form can be found on NSLP/SBP website under SSO heading
  - <http://doe.sd.gov/cans/nslp.aspx>



# Onsite Monitoring

- Menu Planning
- Meal Counts/Claiming
  - (Point of Service)
- Meal Service Procedures
- Production Records
- Record Keeping
- Civil Rights
- Sanitation/Food Safety
  - SOP's and HACCP plans up to date and signed
- Claiming





# Reimbursement

- Free NSLP/SBP rates apply
- Submit claims in iCAN, same as NSLP/SBP
- Cannot combine claim months
- Claims due by the 10<sup>th</sup> of the month following operation



## Recordkeeping

- Program application
- Copy all advertising
- Menus
- Production records
- SOPs & temp logs
- Meal counts
- Claim
- One monitoring visit

## Timeframe

- Due in iCAN by March 31
- Clippings/letterhead
- Monthly plans
- Complete daily
- Signed-log daily
- Point of service
- Submit claim monthly
- During first 3 weeks



# Program Reviews

- Reviews completed on sites with an Administrative Review during the immediate previous school year
- NSLP/SBP regulations
- Reviews completed on new sites
- Reviews completed on any sites receiving a complaint
- Conducted by SD Department of Public Safety Inspectors

# Policies Related to SSO

- SP 09-2017 SSO Q&A
- SP 14-2015 Excessive Heat Demo
- SP 04-2014 Promoting Nutrition in Summer Meals
- SP 02-2014 Mobile Feeding Options
- SP 29-2011 Milk Requirements
- SP 28-2011 Water Requirements
- <http://www.fns.usda.gov/nsip/policy>



# NSLP SEAMLESS SUMMER OPTION APPLICATION PROCESS

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March, 2016

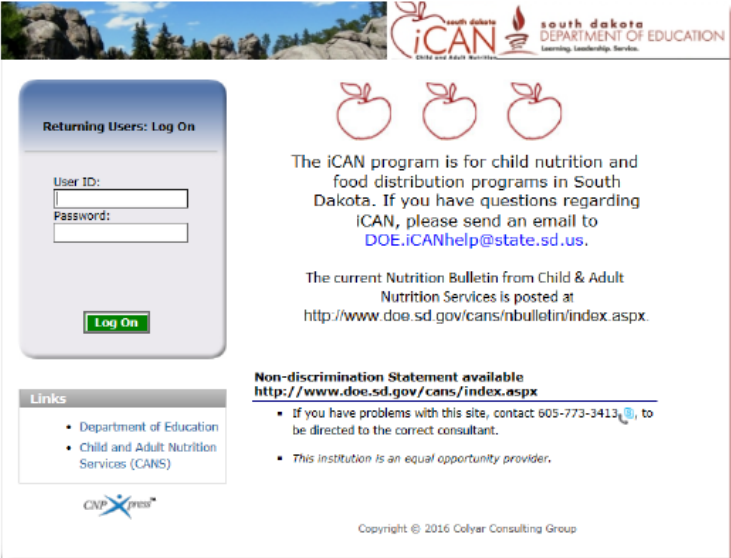
This Institution is an Equal Opportunity Provider.

# SSO iCAN User Manual

- The SSO iCAN User Manual will walk you step-by-step through the SSO application process
- The manual is located on the CANS/NSLP website: <http://doe.sd.gov/cans/nslp.aspx> under the SSO section heading

## School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

Website <https://ican.sd.gov/ican/splash.aspx>



The screenshot shows the splash page for the SSO iCAN program. It features a header with the title 'School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)' and the website URL. Below the header is a banner image of a landscape with trees and a logo for 'iCAN' and 'south dakota DEPARTMENT OF EDUCATION'. The main content area includes a 'Returning Users: Log On' section with fields for 'User ID' and 'Password', and a 'Log On' button. To the right of the login section, there is text explaining the iCAN program and providing contact information for questions. Below the login section, there is a 'Links' section with a list of links to the Department of Education and Child and Adult Nutrition Services (CANS). At the bottom, there is a 'Non-discrimination Statement' and a copyright notice for 2016 Colyar Consulting Group.

The iCAN program is for child nutrition and food distribution programs in South Dakota. If you have questions regarding iCAN, please send an email to [DOE.iCANhelp@state.sd.us](mailto:DOE.iCANhelp@state.sd.us).

The current Nutrition Bulletin from Child & Adult Nutrition Services is posted at <http://www.doe.sd.gov/cans/nbulletin/index.aspx>.

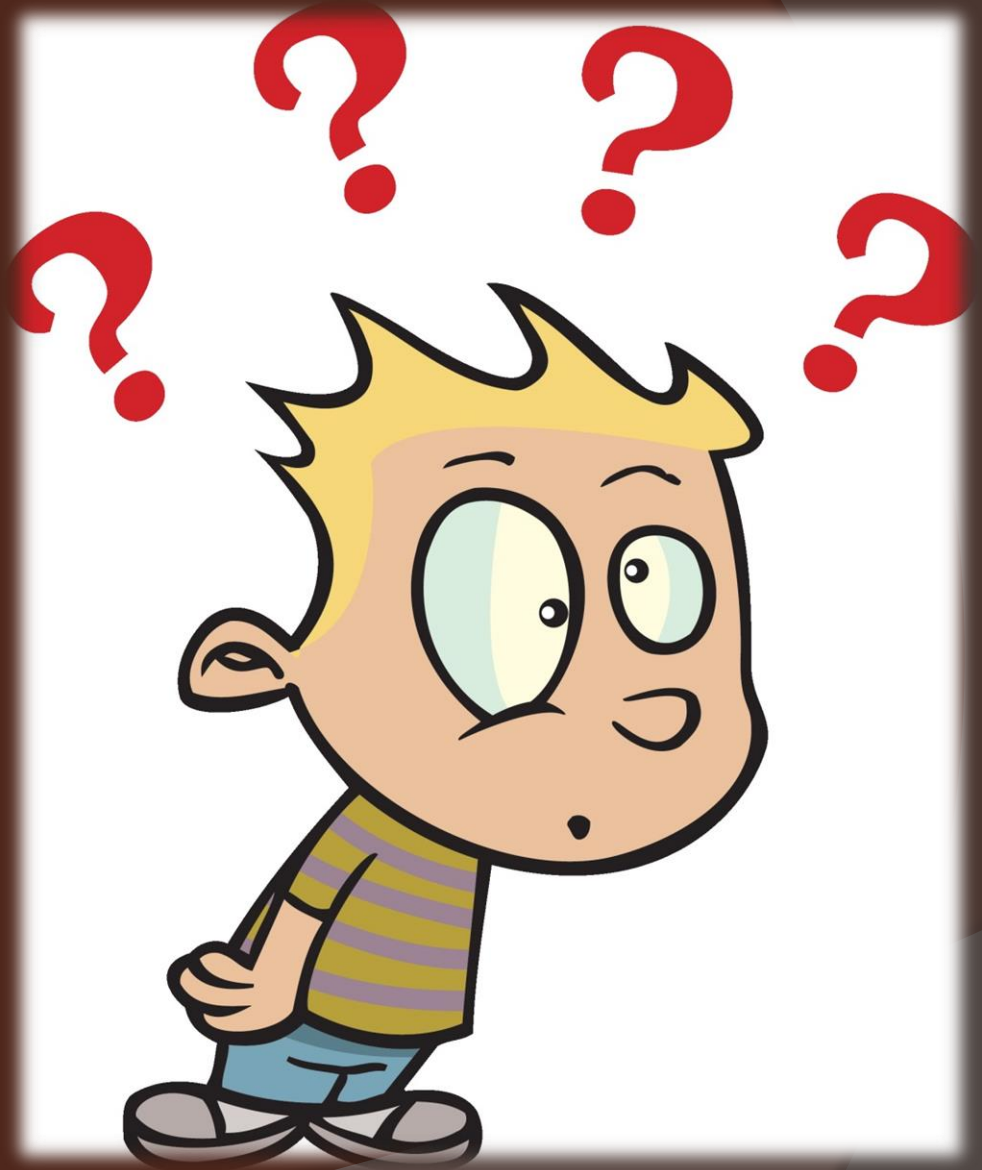
**Non-discrimination Statement available**  
<http://www.doe.sd.gov/cans/index.aspx>

- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- This institution is an equal opportunity provider.

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QUESTIONS?



# Thank you!

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